

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Amendment (Changes closing date from 22 Feb 07 to 5 Apr 07.)</p>		広報番号: Announcement No.	NE-173-06(R2)(A)
		募集締切日: Closing Date	5 Apr 07 1 st cut off: 22 Feb 07 2 nd cut off: 15 Mar 07
		発行日: Date of Issue	2 Feb 07
1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LAD <u>2</u>) Forklift Operator Foreman A, #2059 (フォークリフト運転手フォーマンA) 受諾可能な下位等級 Acceptable Trainee Level: 2-6 <input type="checkbox"/> 事務系 (Administrative) <input checked="" type="checkbox"/> 技能系 (Blue Collar Trade)		募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Retail Division Main Exchange, Warehouse 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent 時給 円 <input type="checkbox"/> 限定 Limited Term (__ カ月 Months)	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days 5 days/week 勤務時間 Work Hours 07:30 – 16:15 休憩 Recess Period 45 minutes/day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties: Serves as a working leader of Warehouse, Main Exchange, NEX Retail Division. Performs the full range of work in the trade involved and as pacesetter of the group of 1 Forklift Operator, 1 Vehicle Driver and 4 Warehousemen, performs the more difficult tasks as required. Is responsible for overall use and care of tools, equipment and supplies. Maintains group discipline and enforces safety regulations. Assists Retail Operations Manager in effectively communicating work assignment/instructions between US and JN associates, both internal and external to the office. (30%) Operates electric or gasoline powered mobile forklift trucks to move, load or unload, transfer, transport, and stack or unstack heavy supplies inside and outside of doors. May operate other types of general or special purpose vehicles such as trucks, pick-ups, etc., as required. Assists warehouseman by participating in such manual labor work as involved in loading, unloading, carrying, and stacking of supplies. (25%) Performs various clerical and manual duties related to receipt, storage and issue of merchandise and supplies, to include record keeping, preparing necessary documentation, and selecting storage location in the stockroom. (25%) Prepares and processes necessary documents for zero-out merchandise, for ordering store supplies, and delivering and transferring merchandise to other departments and locations in the Japan region. (20%) Performs other related or incidental duties as assigned.			
7.資格要件 / 身体条件 Qualification / Physical Requirements a. Must have GOJ driver's license (ordinary vehicle / large sized special purpose vehicle) and forklift training certification. b. One year of specialized experience in the related work at 2-6 level. c. Skill in operating a forklift, an ordinary vehicle, and a large sized special purpose vehicle. d. Skill in operating a personal computer keyboard to process merchandise data and documentation. e. Ability to motivate, train and work effectively with subordinate associates. f. Ability to frequently lift and carry items, such as merchandise that weigh up to 30kgs and occasionally over 30kgs. g. Ability to speak, read and write English at average proficiency level (LAD-2). h. Ability to speak, read and write Japanese at native language level. *An applicant who does not fully meet the qualifications stated above may be considered at 2-6 level as below: a. Must have GOJ driver's license (ordinary vehicle / large sized special purpose vehicle) and forklift training certification. b. One year of specialized experience in the related work at 2-4 level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil * の記入は *Complete in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 運転免許証（普通自動車、大型特殊自動車）及びフォークリフト運転技能講習修了証の写し Copy of GOJ driver's license (ordinary vehicle / large sized special purpose vehicle) and forklift training certification. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		Works on holidays and irregular schedule if needed.
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違いの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement: (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVJFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜- 金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
事務処理欄 For Official Use		
募集部隊担当者 Activity POC : Mr. Tominaga		軍電 (DSN) 243-5149
PD No.: NEX-WARH-001	PD is accurate and current. Certified by Activity: at	HRO: ah 9/15 ms 9/19 ah 10/25 ah 1/30 ah 2/6

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません。Submitted applications will not be returned.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

